

Town of Westford
2004 ANNUAL TOWN MEETING TIMELINE
ATM: Saturday, May 8, 2004

Blue = FY05 Budget-related * Green = ATM – related * Purple = Planning Board – related * aqua = Annual Town Election – related

Tues. January 13, 2004	Budget Overview Session. Update 5-year financial plan
Thurs. January 15, 2004	7:30pm Joint Budget Hearing with Finance Committee and Selectmen
Tues. January 20, 2004	7:30pm Joint Budget Hearing with Finance Committee and Selectmen
Wed. January 21, 2004	7:30pm Joint Budget Hearing with Finance Committee and Selectmen
Mon. January 26, 2004	School Committee submits budget to Town Manager
Wed. January 28, 2004	7:30pm Joint Budget Hearing with Finance Committee and Selectmen
Wed. February 4, 2004	7:30pm Joint Budget Hearing with School Committee, Finance Committee and Selectmen
Tues. February 10, 2004	Town Manager presents balanced budget to Selectmen
Wed. February 11, 2004	Finance Committee reviews Town Manager Budget
Mon. February 16, 2004	President's Day
<i>February 16-20, 2004</i>	<i>School Vacation</i>
<i>Wed. February 25, 2004</i>	<i>Ash Wednesday</i>
Tues. March 2, 2004	Presidential Primary
Thurs. March 4, 2004	3:00pm Deadline for town departments to submit placeholder articles
Tues. March 9, 2004	Selectmen to review departmental placeholder articles
Tues. March 9, 2004	Selectmen vote on wording of ballot question (if necessary). Town Counsel to be present.
Mon. March 15, 2004	4:00pm Deadline for petition articles and final text of all other warrant articles for Annual Town Meeting (Bylaw Ch 51.1.D – 1 st Tuesday in March)
Mon. March 15, 2004	Deadline for Selectmen to vote on ballot question language for Annual Town Election Ballot
Tues. March 16, 2004	Deadline to submit written notice of ballot question to Town Clerk (MGL Ch.54:42C) – at least 35 days prior to election

Tues. March 16, 2004	Selectmen to set ATM Warrant order
Fri. March 19, 2004	3:00pm Deadline to file documentation for Planning Articles with Planning Office
Mon. March 22, 2004	Final Annual Town Meeting Warrant back from Town Counsel
Wed. March 24, 2004	Finance Committee votes on warrant articles and closes FinCom Report
Fri. . March 26, 2004	5:00pm Deadline to submit ATM Planning Board public hearing notices to Westford Eagle
Wed. March 31, 2004	Finance Committee meets with Selectmen and Selectmen take positions on budget requests
Thurs. April 1, 2004	First Planning Board Public Hearing Notice appears in Westford Eagle for ATM articles (at least 14 days before hearing date)
<i>Mon. April 5, 2004</i>	<i>Passover begins at sundown</i>
<i>Mon. April 6, 2004</i>	<i>Passover</i>
Thurs. April 8, 2004	Second Planning Board Public Hearing Notice appears in Westford Eagle for ATM articles
<i>Fri. April 9, 2004</i>	<i>Good Friday</i>
Tues. April 13, 2004	3:00pm All draft motions due at Town Manager's Office
Tues. April 13, 2004	Selectmen sign ATM warrants.
Wed. April 14, 2004	8:00pm Voter registration and party change deadline for Annual Town Election and ATM
Wed. April 14, 2004	Draft Motions sent to Town Counsel
Tues. April 16, 2004	FinCom Report to printer (allows printer 10 days)
Mon, April 19, 2004	<i>Patriots Day</i>
Tues. April 20, 2004	Planning Board opens public hearings on all ATM zoning-related articles
<i>April 19-23, 2004</i>	<i>School Vacation</i>
Fri. April 23, 2004	Annual Town Meeting Warrant posted (Bylaw Ch 51.1&2.C.1) – at least 14 days before ATM.
Fri. April 23, 2004	Review of final motions and meeting process with Town Counsel, BOS Chair, Moderator, FinCom Chair, Town Manager, Asst Town Manager, Finance Director

Mon. April 26, 2004	Planning Board closes hearings on zoning-related articles (less than 21 days prior to Town Meeting, so the board needs to report the findings to Town Meeting)
Tues. April 27, 2004	Selectmen review motions and take positions on all articles. Planning Board presents public hearing results on zoning-related articles to the Board of Selectmen.
Tues . April 27, 2004	All Boards Meeting to prepare for Town Meeting
Tues. April 27, 2004	Notification sent by Town Moderator to article proponents to review presentation process and procedure.
Wed. April 28, 2004	Deadline for mailing FinCom Report to voters (Bylaw Ch 51.1.C.2) – at least 10 days prior to ATM
Tues. May 4, 2004	Town Elections
Sat. May 8, 2004	Annual Town Meeting
Mon. May 10, 2004	Annual Town Meeting, cont'd if necessary

Spring STM Timeline (within the Annual Town Meeting)

Tues, March 16:	Warrant Opens
Tues, March 23:	Warrant Closes
Fri, April 2:	Planning Public Hearing notice to Westford Eagle
Thurs, April 8:	1 st Planning Board Public Hearing Notice
Thurs, Apr 15:	2 nd Planning Board Public Hearing Notice
Mon, Apr 26:	Public Hearing opens
Wed, Apr 28:	8:00pm Voter registration deadline for STM
Mon, May 3:	Public Hearing closes
Tues, May 4:	Planning Board recommendation to Selectmen
Sat, May 8:	Planning Board reports Public Hearing results to Town Meeting
Sat, May 8:	Special Town Meeting

2004 FALL SPECIAL TOWN MEETING TIMELINE

STM: Monday, October 18, 2004

Fri. July 2, 2004	Deadline for town departments to submit placeholder articles for Fall STM
Tues. July 6, 2004	Selectmen to review placeholder articles
Mon. Aug 9, 2004	Deadline for petition articles and final text of other articles for Fall Special Town Meeting
Mon. Aug 16, 2004	Final Fall STM Warrant back from Town Counsel
Tues. Aug 17, 2004	Selectmen set Fall STM Warrant and begin taking positions on articles
Wed. Aug 18, 2004	FinCom votes on warrant articles
Fri. Aug 20, 2004	5:00pm Deadline to submit Planning Board public hearing notices to Westford Eagle
Wed. Aug 25, 2004	FinCom meets with Selectmen and Selectmen take positions on Financial Warrant Articles
Thurs. Aug 26, 2004	First Planning Board Public Hearing Notice appears in Westford Eagle (at least 14 days before hearing date)
Thurs . Sept. 2, 2004	Second Planning Board Public Hearing Notice appears in Westford Eagle
Mon. Sept. 6, 2004	Labor Day
Mon, Sept. 13, 2004	Planning Board opens hearings on Zoning Articles
Tues., Sept. 14, 2004	State Primary
<i>Wed, Sept. 15, 2004</i>	<i>Rosh Hashanah begins at sundown</i>
<i>Thurs, Sept. 16, 2004</i>	<i>Rosh Hashanah</i>
<i>Fri, Sept. 24, 2004</i>	<i>Yom Kippur begins at sundown</i>
Mon, Sept. 27, 2004	Planning Board closes hearings on Zoning Articles (at least 21 days before Fall STM if Planning Board does not submit a report with recommendation to Town Meeting)
Tues., Sept. 28, 2004	3:00pm – All draft motions due at the Town Manager's Office
Wed., Sept. 29, 2004	Draft motions sent to Town Counsel
Mon, October 4, 2004	Fall Special Town Meeting Warrant posted (Bylaw Ch 51.2.C.1) – at least 14 days before STM

FINAL
1/14/2004 3:00pm

Fri., October 8, 2004	Review of final motions and meeting process with Town Counsel, BOS Chair, Moderator, FinCom Chair, Town Manager, Asst. Town Manager, Finance Director.
Fri. October 8, 2004	Deadline for mailing Fall STM notice to voters (Bylaw Ch 51.21.C.2) – at least 10 days prior to STM
Fri. October 8, 2004	Voter registration deadline for Fall STM
<i>Mon. October 11, 2004</i>	<i>Columbus Day</i>
Tues. October 12, 2004	Selectmen review motions and take positions on all articles. Planning Board presents public hearing results on zoning-related articles to the Board of Selectmen.
<i>Fri, October. 15, 2004</i>	<i>First of Ramadan</i>
Mon. October 18, 2004	Fall Special Town Meeting